



HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD FY04 ANNUAL REPORT

FEB NATIONAL GOAL 1: SUPPORT NATIONAL GOALS AND INITIATIVES

1. HUMAN CAPITAL

- A. Pacific Leadership Academy: The Honolulu-Pacific Federal Executive Board (HPFEB) continued to offer the highly successful and popular Pacific Leadership Academy in partnership with the U.S. Office of Personnel Management, Western Management Development Center, Denver. The HPFEB continues to look for ways to improve the Academy, such as partnering with the State of Hawaii's Leadership Academy for economies of scale and enhanced classroom interaction. The programs continue to attract an overflow of applicants.

Major benefits of the Academy leadership development programs include professional networking, quality faculty, convenient location and schedule, cost effectiveness, accredited programs and return on investment. The HPFEB conservatively estimates that holding these management sessions in Honolulu saved federal agencies over \$77,000 in travel alone.

Thirty-nine Fellows (GS-13 to GS-15's/military equivalent and high potential GS-12's) successfully completed the 2004 Senior Leaders Program. The program consists of three one-week sessions spread over nine months. To graduate, Fellows must attend the three sessions as well as implement individual action plans after each session and write a final research paper that covers the Fellow's experience and learning. Showing a net gain for the Fellows and the investing agency, action plans have direct impact on work place projects and/or improvements.





The inaugural Emerging Leaders Program began with an orientation on September 30, 2003, and graduated thirty-eight Fellows (GS-9 to GS-12's/military equivalent and high potential GS-7's). The program consists of two one-week sessions conducted over four months. Emphasis is on basic core competencies of effective leadership, such as self-

awareness, human relations, interpersonal skills, leadership dynamics and creative problem solving. Several Fellows truly emerged as leaders as they directly applied their leadership competencies by developing Individual Action Plans that improved a "work" project process.

- B. Job and Recruitment Fairs: The EEO Council sponsored a Workforce Recruitment Program (Summer Jobs for Disabled College Students) in February 2004. The Department of Labor's Office of Disability Employment Policy runs this program. Twenty Hawaii students were interviewed and entered into the FY04 WRP database. The council was successful in disseminating the information, and two students were placed as a result.

In March 2004, the EEO Council chair, Edward Young, gave a presentation on the Workforce Recruitment Program at the annual Pacific Rim 2004 Conference.

- C. Competitive Outsourcing: Budget and agency effectiveness continue to be top concerns for federal managers. A speaker from FedSource addressed outsourcing at the FEB membership meeting on March 17, 2004.
- D. Budget Integration and Financial Management: In partnership with the State, the HPFEB office assisted the Hawaii Association of Government Accountants with the Service and Efforts Accomplishments Reporting Seminar held on July 27, 2004.

2. **COMBINED FEDERAL CAMPAIGN**

The Hawaii-Pacific Area Combined Federal Campaign continues to be one of the top four CFC's in the country. To date, the 2004 campaign has raised over \$5,085,000. This was a tremendous accomplishment considering that the federal population in Hawaii decreased by approximately 12,000 employees due to deployments. The average CFC contribution increased from \$146 to \$173.



Major accomplishments of the campaign this year were the improvement and redesign of the education process for donors who are deployed or unable to attend formal training sessions and the development of creative ways to communicate to the workforce. The Navy promoted the CFC by producing a CD and video accessible on the website for all Project Officers for the 2004 campaign.

The HPFEB and CFC staff held CFC workshops for over 200 charities on Oahu, Maui, Kauai and the Big Island. For the first time, the HPFEB posted the handouts on the website for charities that were not able to attend the workshops. The HPFEB office coordinated and organized the CFC eligibility committee composed of federal employees. The committee reviewed over 150 applications from local charities that applied to participate in the Hawaii-Pacific area campaign.

FEB NATIONAL GOAL 2: CREATE AND ADVANCE LOCAL INITIATIVES

1. FEB MEMBERSHIP AND MEETINGS

During FY04, FEB membership increased from 86 to 91 agencies/commands.

The HPFEB held two membership luncheon meetings in FY04. Over 45 FEB members attended each event.

At the March 17, 2004, meeting, guest speakers Charles Goodwin, Special Agent in Charge, FBI, spoke on the "Changing Mission of the FBI" and John Kohler from FedSource gave a presentation on competitive outsourcing.



L.A. Burke, Nanci Langley,
Peter Spenser

The second membership meeting was held on July 22, 2004, on the fantail of the historic Battleship Missouri. Peter Spenser, Deputy Commissioner, Social Security Administration, San Francisco spoke on SSA in the 21st century and Nanci Langley, Deputy Staff Director, Subcommittee on Senate Governmental Affairs for Senator Akaka gave an update on Congressional activities.

2. EXCELLENCE IN FEDERAL GOVERNMENT AWARDS

The 48th Annual Excellence in Federal Government Awards luncheon was held on June 8, 2004. The theme of this year's event was "Fire Within the Star..." Over 1,300 people attended our most popular event at the Sheraton Waikiki Hotel. Both the number of nominees and exhibits increased from the previous year. Our awards program is one of the oldest and largest in the country. In 2004 the Organizational Excellence Award category was expanded to include winners in both large and small agencies.



Winners 2004 Excellence in
Federal Government Awards

3. ENHANCE COMMUNICATION PROCESSES

During FY04 the HPFEB continued to expand and enhance the website. The HPFEB also published the "NewsBite" newsletter twice in FY04.

The HPFEB office received numerous requests each month from federal agencies to post announcements for training, job opportunities or other events or requests. The office also answered numerous email and telephone call requests for a wide variety of information from federal employees as well as the public. The HPFEB is the 911 for federal agencies in Hawaii.

4. REDUCE COST OF TRAINING

In FY04 the HPFEB office and councils provided the following no or low-cost training, presentations and briefings to over 625 federal employees at a cost savings of approximately \$126,000. Savings/avoidance calculations are based on how much a similar training course would cost from an outside vendor or public offering.

- Federal Women's Council sponsored a one-day Career Enhancement Seminar for over 340 attendees from 47 local agencies. The seminar included six break-out sessions covering popular topics such as What's Holding You Back, Who Moved My Cheese, Growing Money from Cradle to Grave, Interviewing Skills, etc. The two most highly attended sessions were Writing Resumes and Wills, and Trusts and Estate Planning. Cost savings \$100 per person x 340 = \$34,000.
- Hawaii Intergovernmental Training Council sponsored three Pre-Retirement Seminars for 91 attendees. Cost avoidance \$100 per person x 91 = \$9,100.
- Diversity Council sponsored EEO MD-17 training for 35 attendees. Cost avoidance \$100 per person x 35 = \$3,500.
- EEO Council sponsored a briefing on Census 2000 data for 40 attendees at no cost.
- HPFEB office hosted a Long-Term Care briefing in the Prince Kuhio Federal Building at no cost.
- Pacific Leadership Academy programs graduated 77 Fellows. Cost avoidance \$1,000 per person in travel costs x 77 = \$77,000. This is a very conservative figure.
- HPFEB office partnered with OPM Western Management Development Executive Center to offer Executive Communications: Becoming the Leader Coach on January 15-16, 2004. Cost avoidance \$100 per person x 17 = \$1,700.
- EEO Council sponsored a two-hour seminar for 25 people on the Census 2000 Special EEO Tabulation and the new EEOC Management Directive 715 on January 15, 2004, at no cost.

5. MISCELLANEOUS INITIATIVES

The Executive Director was a member of the COLA Advisory Committee that assisted OPM in performing the COLA survey in Hawaii. The results will be officially published by OPM in December 2004.

The HPFEB office is responsible for the Prince Kuhio Federal Building Tenants' Committee that meets quarterly. Hot topic issues in FY04 included the Emergency Occupant Plan, parking and cafeteria improvements. In addition, the HPFEB office hosted and organized the annual Prince Kuhio Federal Building Christmas Tree Lighting Ceremony and Ornament Contest.

The HPFEB assisted in successfully establishing the Guam Federal Executive Association. With the assistance of the Honolulu FBI Special Agent in Charge and the HPFEB office, the Guam FEA successfully resolved a problem with Navy issued I.D. cards.

The Hawaii Field Federal Safety and Health Council (FSHC) was one of only three Federal Safety and Health Councils that received a notable national award from Federal OSHA at the 59th Annual Council Awards Ceremony in New Orleans. The Hawaii FSHC received the award for their efforts to revitalize the council after several years of inactivity. The Hawaii FSHC chair was to receive the award on behalf of the council at the ceremony in New Orleans. Unfortunately, the ceremony was cancelled due to a hurricane and the award was mailed to the council.

FEB NATIONAL GOAL 3: EMERGENCY PREPAREDNESS

In FY04 the HPFEB accomplished the following emergency preparedness initiatives:

- Updated and tested the HPFEB emergency notification system in conjunction with the State Civil Defense Makani Pahili hurricane exercise.
- Executive Director was a member and attended numerous meetings of the Hawaii Emergency Preparedness Executive Committee. During the heavy rainfall and flooding of the state in March, Executive Director participated as a member of the State Civil Defense emergency decision team.
- Executive Director attended the FEMA RISC regional meeting. Over 60 attendees from Hawaii, FEMA Region IX and the Pacific discussed new emergency programs, response team roles and continuity of operations planning.
- HPFEB office worked with GSA, Coast Guard and Federal Protective Service to coordinate responsibilities and processes for Prince Kuhio Federal Building emergency/disaster response and preparedness. The HPFEB helped resolve differences in the various emergency contact lists, media contact procedures, Occupant Emergency Plan and role of the HPFEB, GSA, FPS and Coast Guard (designated emergency building official). The HPFEB recommended a Federal Building tabletop exercise be developed and executed.
- Provided emergency response information and web links to members on the HPFEB website.

FEB NATIONAL GOAL 4: PROVIDE INFORMATION, REFERRALS AND GUIDANCE FOR INTERGOVERNMENTAL AND COMMUNITY OUTREACH

The HPFEB accomplished the following activities in FY04:

- Arranged one pre-retirement briefing with NARFE for Prince Kuhio Federal Building employees. NARFE members also judged the Prince Kuhio Federal Building ornament contest.
- The State of Hawaii and the HPFEB have an informal partnership that has grown over the last year in terms of sharing resources. The HPFEB, OPM and the State of Hawaii are discussing the feasibility of merging portions of our two leadership programs.
- The HPFEB and Federal Women's Council coordinated a federal agency wide toiletries drive that collected over 35,000 items for the Institute of Human Services, Women's and Children's Shelter.



Toiletries Drive

- Executive Director represented the federal agencies in Hawaii as a member of the Salvation Army Advisory Board and served as the vice chair of the Federal Detention Community Relations Board. The Executive Director also served on the Rainbow Preschool Board of Advisors and as a member of the Lieutenant Governor's Task Force on ICE - The Hawaii Drug Control Strategy Action Planning Ad Hoc Committee.
- Hawaii Federal Safety and Health Council (FSHC) members attended meetings of the Hawaii Alliance for Safety and Health. In addition, a member of the FSHC sits as a non-voting member on the executive committee of the local chapter of the American Industrial Hygiene Association.